



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Nature Center Programs Manager

RECRUITMENT NUMBER: 06771910

SALARY: \$4,086.00 - \$4,966.56/ MONTHLY

FILING DEADLINE: 5 PM, TUESDAY, NOVEMBER 14, 2006

SUPPLEMENTAL APPLICATION REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

The Chula Vista Nature Center, located within a national wildlife refuge, provides interactive exhibits on the history, geology, ecology and bio-diversity of Sweetwater Marsh and San Diego Bay. This is a mid-management position that is responsible to plan, coordinate and manage the volunteer and educational program activities of the Nature Center, including overseeing curriculum development, conducting workshops, training volunteers, and coordinating public programs and activities with other agencies, divisions, private groups and departments. Additionally, this position assists in budget development and fundraising program management, provides staff assistance to the Director of the Nature Center, and works weekends, evenings, and holidays, as required.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: plan, organize and participate in the Nature Center's activities including program design, exhibit design, coordination, and presentation to students, teachers and general public; develop and implement educational program curriculum, interpretation, and related objectives; may work in conjunction with school teachers in the developing of curriculum; research and develop new programs and classes to attract more visitors and students to the Nature Center; may conduct workshops related to the Nature Center's exhibits and surrounding wetlands and its inhabitants; work cooperatively with Human Resources (City-Wide Volunteer Coordinator) in the recruitment and retention of volunteers; conduct orientations informing volunteers of Nature Center programs, policies and procedures, and safety guidelines; train volunteers to be interpretive guides; maintain appropriate volunteer records using the City's volunteer database; represent the Nature Center to other departments and to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary; coordinate and organize events for City staff, other agencies and general public; explore and pursue alternative funding sources including grants and sponsorships; research and coordinate marketing opportunities; research and prepare training manuals, handbooks and reports; write press releases and other correspondence; write articles and coordinate publication of the Nature Center's quarterly newsletter; supervise and train assigned staff and volunteers; assign work activities; monitor workflow; conduct performance evaluation of assigned staff and work with employees to correct deficiencies; provide input in other staff performance evaluations; participate in disciplinary procedures as required; participate in the selection of staff and recommend the appointment of personnel; assist in budget preparation, implementation and tracking; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; assume the Director's responsibilities in his/her absence as needed; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; serve as liaison to affiliated groups that generate and garner support for the Nature Center; assist the Director in the management of the Nature Center's fundraising programs and cultivation of donors.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to four years of increasingly responsible experience in education or program development and coordination, including one year of supervisory responsibility and equivalent to a Bachelor's degree from an accredited college or university with course work in education, educational theory, environmental education, social science, science/biology, or a related field.

Knowledge, Skills and Abilities: Knowledge of: principles and practices of learning formats, including training and curriculum development; principles and practices of recruiting and training volunteers; principles and practices of fundraising and cultivating donors; general characteristics of local ecosystems and associated wildlife; principles and practices of public relations and customer service; principles and practices of supervision, training and personnel management; pertinent local, State and Federal rules, regulations and laws as they relate to the Nature Center's location within a national wildlife refuge; budget and budget management procedures and techniques; computer equipment and software applications related to assignment. Ability to: organize, direct and participate in the educational programs of the Nature Center; manage a donor database; interface with donors, solicit gifts and cultivate individual relationships; conduct Nature Center tours, trainings and workshops for a variety of groups; make presentations to public and private boards, commissions and/or committees; supervise, train and evaluate City personnel and volunteers; interpret and apply City and department policies, procedures, rules and regulations; assist in the preparation, implementation and management of

a budget; work weekends, evening and holidays as required; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; provide information to various media outlets both in writing and through in-person interviews.

PHYSICAL DEMANDS

Work is sedentary to light and primary work is performed in a sitting position at a desk. Moderate standing may be required in conducting training, tours and workshop sessions. Moderate walking is necessary when conducting workshops and tours on the grounds of the Nature Center and the adjacent refuge. Intermittently twist and reach office equipment above and below shoulders; use telephone, write or use keyboard to communicate through written means; may lift or carry up to 10 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Application by 5:00 p.m., Tuesday, November 14, 2006. Applications submitted without a Supplemental Application will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.



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Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

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